

AWARD

CITY OF FORT LAUDERDALE

PROCUREMENT SERVICES DEPARTMENT
100 N. ANDREWS AVENUE, ROOM 619
FORT LAUDERDALE, FL 33301
(954) 828-5933

City Commission Approval:
N/A

Period Covered:
2/13/06 – 2/12/07

Contract No.:
762-9290

Vendor: MBE_ WBE_
Maximus, Inc.
4955 Steubenville Pike, Suite 303
Pittsburgh, PA 15205

Invoice To:
City of Fort Lauderdale
Accounts Payable
100 N. Andrews Avenue
Fort Lauderdale, FL 33301

Attn: Shaun Callahan
877-809-0600

Fax 412-809-0777

Email shauncallahan@maximus.com Website www.maximus.com

Payment Terms: Net 30
Delivery: Per ITB

REAL ESTATE APPRAISAL SERVICES

Appraisal

\$ 150.00/each

Insurance Coverage Required: Yes ☒ No ☐
Authorized for Purchases: Under \$25,000 ☒ Over ☐
Extension Options: Yes ☒ No ☐ Years: 4

We hereby accept this award and all terms, conditions, and specifications of the bid referenced, Invitation to Bid 762-9290. The contract signor must be authorized to bind your company to the terms, conditions and specifications set forth in the agreement.

Authorized Signature

Date

Printed Name and Title

Department Contract Co-Ordinator: Debi Donato, Executive Airport (954) 828-4971

Procurement Specialist: Richard Ewell, CPPB

Kirk W. Buffington, C.P.M.
Director of Procurement Services

Vendor: **MAXIMUS, Inc.**

PROPOSAL SIGNATURE PAGE

TO: The CITY of Fort Lauderdale, FL

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by: **Shaun M. Callahan October 6, 2005**

(signature)

(date)

Name (printed): **Shaun M. Callahan** Title: **Regional Account Executive**

Company: (Legal Registration): **MAXIMUS, Inc.**

(CONTRACTOR, IF FOREIGN CORPORATION, SHALL BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUE §607.1501 (visit <http://www.dos.state.fl.us/doc/>)

Address: **4955 Steubenville Pike, Suite 303**

CITY: **Pittsburgh** State: **PA** Zip: **15205**

Telephone No.: **877-809-0600** FAX No.: **412-809-0777**

E-MAIL: **shauncallahan@maximus.com**

Does your firm qualify for MBE or WBE status In accordance with Section 1.08 of General Conditions? MBE
☐ WBE ☐

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in his proposal:

Addendum No.

Date Issued

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of RFP, attachments or proposal pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal complies with the full scope of this RFP.

Variances:

**CONTRACT
COPY**

Vendor: **MAXIMUS, Inc.**

Questionnaire

Please print or type:

1. Provide three references for which you have performed similar services.

Company Name: **Okaloosa County**
Address: **601A North Pearl Street, Suite 204**
Contact Name: **Mr. Al Holzs Schuh**
Telephone: **850-689-5977**

Company Name: **City of Tallahassee**
Address: **300 S. Adams Street, 3rd Floor**
Contact Name: **Mr. Art Pitts**
Telephone: **850-891-8681**

Company Name: **City of Pompano**
Address: **101 West Atlantic Blvd.**
Contact Name: **Ms. Elizabeth Guimaraes**
Telephone: **954-786-4635**

2. Number of years experience the proposer has had in providing similar services:
19 Years

3. Have you ever failed to complete work awarded to you? If so, where and why?
No

4. List appropriate licenses as issued by Broward County.

5. Briefly describe the number of employees and supervisors available for this contract and the firm's ability to secure subcontractors, if necessary.

Shaun M. Callahan
Regional Account Executive

Christian Gutierrez
Senior Appraiser & ISG Director

Michael Borello
Vice President - Director of Quality Control

There is no need for MAXIMUS to utilize subcontractors on this project. All aspects of the project will be handled in-house by MAXIMUS staff.

6. Briefly describe your firm's financial status and provide proof of adequate line of credit or other financial assets to access funds for construction of multiple projects during the same time period.

MAXIMUS is a highly successful corporation with FY2005 revenues projected to rise over \$640 million. We are listed on the New York Stock Exchange (Symbol MMS). We are financially strong, with over \$140 million in cash and no debt on our balance sheet.

The proposer understands that the information contained in these proposal pages is to be relied upon by the City in awarding the proposed contract, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal

MAXIMUS, Inc.

Bid Contact **Shaun M Callahan**
shauncallahan@maximus.com
Ph 877-809-0600

Address **4955 Steubenville Pike, Suite 303**
Pittsburgh, PA 15205

Item #	Line Item Notes	Unit Price	Qty/Unit	Total Price	Attch.	Docs
762-9290-1-01	Real Estate Appraisal Thank you for giving MAXIMUS the opportunity to submit a proposal in response to Bid #762-9290 for Real Estate Appraisal Services. Our proposal is attached and is inclusive of all fees. Our fees are being offered on a per structure basis. If you have any questions or concerns, please feel free to contact me directly at 877-809-0600 or via email at shauncallahan@maximus.com . Respectfully, Shaun M. Callahan	\$150.00	1 / each	\$150.00	Y	Y
Vendor Total				\$150.00		

MAXIMUS, Inc.

Item: **Real Estate Appraisal**

Attachments

Proposal MAXIMUS RFP762-9290.pdf

Insurance Cert. MAXIMUS.pdf



Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale

October 6, 2005

Ms. Debi Donato
City of Fort Lauderdale
100 N. Andrews Avenue, Room 619
Ft. Lauderdale, FL 33301

RE: Insurance Appraisal Services Proposal – RFP# 762-9290

The Asset Services Division of MAXIMUS, Inc. is honored to submit our comprehensive property appraisal proposal. The appraisals being proposed focus on valuation, proof of loss, updating and risk assessment.

The MAXIMUS organization has 5,400 employees and over 170 corporate and project offices across the country. We understand client satisfaction is our number one priority. All appraisal reports are certified and are in compliance with the reporting requirements set forth by the Uniform Standards of Professional Appraisal Practice ("USPAP").

With our proven expertise and experience, we are uniquely qualified to provide property appraisals to achieve the goal of accurate insurance placement and to act as a system for proof of loss substantiation in the event of a catastrophe. The Asset Services Division has successfully completed property appraisal engagements for risk pools and public entities across the nation.

I, Shaun M. Callahan, will be your primary point of contact. If I can be of any assistance, please contact me directly at 877-809-0600 or shauncallahan@maximus.com.

Respectfully submitted,

Shaun M. Callahan
Regional Account Executive
MAXIMUS, Inc.
Asset Services Division

Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale



EXECUTIVE SUMMARY

The City of Fort Lauderdale can confidently select MAXIMUS as a partner to conduct your Onsite Appraisal Valuation Service for the following reasons.

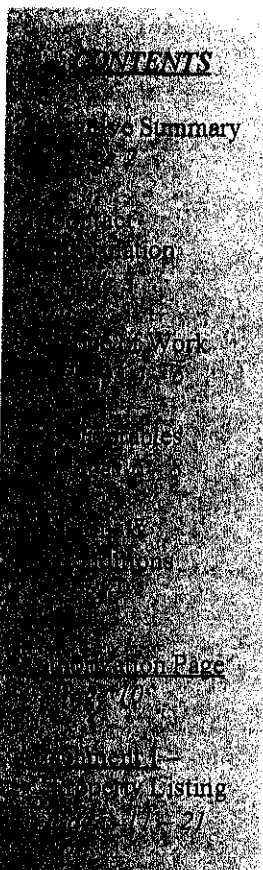
- We have been in the business of asset management for 15 years and have the reputation of being the "best of class" provider. We are already a trusted partner with public entities across the nation having used our asset valuation services in years past.
- MAXIMUS is the technology pioneer in asset valuation. We have the most advanced system in the business (AssetMAXX™) and offer a perpetuation capability to you to minimize your costs of continuing property valuations.
- We have the financial and human capital resources as a New York Stock Exchange Company (Symbol MMS) and the portfolio of asset services to address your immediate and future needs as well as guarantee complete satisfaction with products & services.
- We have successfully provided property valuation and appraisal services for more than 5,000 entities across the United States, Europe and Puerto Rico.

MAXIMUS was founded in 1975 with the mission: *"Helping Government Serve The People®."* Now some 29 years later, MAXIMUS is a highly successful corporation with FY2004 revenues over \$600 million. We are listed on the New York Stock Exchange (Symbol MMS). We are financially strong, with over \$140 million in cash and no debt on our balance sheet.

MAXIMUS offers a wide range of services to state and local government including consulting, systems, and outsourcing services. With over 5,500 staff, we can provide services to almost any state, county, or municipal government agency. These services include asset acquisition and disposal, facility and fleet asset maintenance, including fuel automation, and asset inventory and valuation services. Thus, MAXIMUS can serve as an end-to-end supplier of asset management services for your organization. Further information about our services is available at <http://www.maximus.com/managementservices>. Our Federal Tax ID is 54-1000588, incorporated in the Commonwealth of Virginia.

The core of our success is our dedicated and qualified personnel. Our asset services professional staff is comprised of consultants possessing backgrounds in a wide range of specialties, including architecture, engineering, construction estimating, accounting, real estate, finance, and business management. Members of our staff maintain affiliations with various professional associations focusing on the American Society of Appraisers (ASA).

MAXIMUS has a unique combination of highly skilled professionals and cutting edge technology that allows us to assess, execute, and support each client's specific valuation requirements in a professional, timely, and cost effective manner. The increased reliance on modern information technology (versus manual processes) was a core component of the reengineering of our Asset Services practice. MAXIMUS has the information technology to enable the development of software applications built specifically to support asset valuation and management.



Qualified and competent professional staff

Our professional staff are supported by an information technology infrastructure unmatched in the industry.

Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale



2. CONTACT INFORMATION

To ensure mutual success, MAXIMUS designates an empowered contact person who also serves as the Partnership Manager with the City of Fort Lauderdale.

The Partnership Manager ensures that a true partnership develops between MAXIMUS and the City of Fort Lauderdale – with the recognition that neither party can be successful if the other party is not successful.

2.1 CONTACT PERSON PROFILE

Mr. Shaun Callahan is the designated contact person who is authorized to contract for MAXIMUS. He, also, is the designated **MAXIMUS Partnership Manager** for the City of Fort Lauderdale.

The Partnership Manager is obligated to view the project from the client's perspective and make sure that MAXIMUS always acts in the interest of the client, consistent with the terms of the contract. The Partnership Manager has the authority to make decisions and command resources beyond the project at hand. The goal is to establish the loyalty and build a long-term, successful relationship.

Specific responsibilities of Mr. Callahan, as the MAXIMUS Partnership Manager, include the following:

- Works with the Project Manager to assess operational procedures, organizational structure, strategy, and budget issues.
- Provides direct corporate oversight and responsibility for the project. This ensures that the base and history of corporate experiences are available to the City of Fort Lauderdale so that the procedures and materials used build on the best practices of MAXIMUS.
- Ensures that the quality of the project deliverables meets company requirements and standards. Every deliverable is reviewed by the Partnership Manager prior to their release to the client.

Mr. Callahan is well qualified to serve as the Partnership Manager. He is the current Central Region Sales Manager and a former Lead Appraiser with MAXIMUS. His tenure at MAXIMUS has included regional project management, the planning, management, and execution of numerous capital asset cost accounting studies and property appraisal projects for municipalities, county governments, and other public sector entities.

2.2 CONTACT DATA

Contact Information	
Name	Shaun M. Callahan
Address	4955 Steubenville Pike, Suite 303 Pittsburgh, PA 15205
Telephone Number	877-809-0600
Fax Number	412-809-0777
E-mail Address	shauncallahan@maximus.com



3. APPROACH AND WORK PLAN TO ADDRESS THE SCOPE OF WORK

The scope of this appraisal project is to perform onsite building valuations for insurance purposes. The resulting reports will provide adequate proof-of-loss documentation as well as meeting underwriting requirements.

3.1 PROJECT APPROACH

Project 'Kickoff' Meeting

Our project team will hold a comprehensive project-planning meeting with the City of Fort Lauderdale representatives in advance of the start of the fieldwork. We advise that members of the administrative staff or other directly involved personnel attend this meeting.

Topics of discussion include confirmation of project scope and time frames, the physical inventory schedule, accessibility to buildings, contact person at each building or location, and availability and use of original purchase records. Assignment of database code numbers and associated descriptions for locations and buildings. This meeting lays the foundation for the methods and procedures used during the onsite fieldwork.

Expectations of City Staff

MAXIMUS believes that clients retain our services with the expectation that MAXIMUS staff, as paid professional consultants, will perform the necessary tasks in a high quality manner to successfully complete the project on time. We do, of course, view the City as an active participant and anticipate your assistance with the following:

- **Pre-Project Planning and Announcement** – MAXIMUS will identify key items for the City to have prepared for the project kickoff meeting. The City will prepare a memo for staff members to announce the project and give the general purpose and time frame.
- **Availability of Existing Building Records** – MAXIMUS will utilize existing records, as provided by the City. Blueprints, for example, can aid in calculating square footages.
- **Access to All Sites** – The City will enable access to all sites and buildings based on a mutually agreed upon appraisal schedule.

3.2 APPRAISAL PROCEDURES

The buildings / structures subject to our survey will be carefully inspected and measured. Professional MAXIMUS appraisers will independently calculate the square footage of each building appraised either through the review of "as-built" blueprints or physically measuring each building. Building photographs will be prepared for each structure to become part of our proof of loss documentation, in addition to assisting with the valuation efforts. A description for each building will be developed and recorded, depicting construction type and materials utilized. Segregated construction components and building features will be identified, to include:



Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale

- | | |
|---------------------------|----------------------------|
| a. Occupancy Type | i. Condition |
| b. Construction/ISO Class | j. Construction Date |
| c. Framing | k. Heating/Cooling Systems |
| d. Roofing | l. Electrical |
| e. Ceiling | m. Plumbing |
| f. Exterior Walls | n. Elevators |
| g. Square footage | o. Identify Alarm Systems |
| h. Foundation / Footings | p. Additional Features |

In addition to the analysis of individual building components, construction classes will also be recorded. ISO classes 1-6, as defined in the Commercial Fire Rating Schedule (CFRS) are defined in terms of the Marshall and Swift construction classes as follows:

<u>ISO Class</u>	<u>ISO Description</u>	<u>M&S Class</u>
1	Frame/Combustible	D
2	Joisted Masonry	C
3	Noncombustible	S
4	Masonry Noncombustible	C
5	Modified Fire Resistive	A
6	Fire Resistive	B

During the office valuation portion of the engagement, property exclusions (those items not typically covered by an insurance policy) will be segregated to properly report the site preparation and excavation, footings and foundations, and a portion of plumbing costs (below grade).

Definition of Value

During the course of the inventory and our subsequent valuation research, our appraisers will conduct an investigation to determine cost of reproduction new and insurance exclusions, defined as follows:

◆ **Replacement Cost New** is the amount required to reproduce property in like utility and function, in accordance with current market prices for materials, labor, equipment, contractor's overhead, profit and fees, but with no provisions for overtime or bonuses for labor and premiums for material or equipment, based upon replacing the entire property at one time.

◆ **Insurance Exclusion** is a provision in an insurance contract describing property, or types of property, that are not covered by the contract. Based upon our review of the insurance form, we will identify those items specifically excluded under terms of the policy. The insurance exclusion amount is deducted from the new replacement cost to arrive at an insurable value.

Our investigation will include the use of various research sources to develop the cost conclusions for each building. These include price lists, trade journals, industry publications, technical and pricing subscription services, engineering manuals such as Means, Marshall Swift, Handy-Whitman, and E.H. Boeckh.

Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale



4. DELIVERABLES

Preliminary electronic reports as well as hard-copy final reports will be prepared for the City.

4.1 CERTIFICATION LETTER

Certified appraisal reports are bound in an easy-to-read format. MAXIMUS will provide two sets of insurance summary and insurance detail reports. The certified appraisal report will include the Letter of Certification, which will:

- (a) Identify the property appraised
- (b) State the purpose of the appraisal
- (c) Specify the appraisal date
- (d) Define the level of value sought and the premise of value employed
- (e) Describe the nature of the property included in and excluded from the appraisal
- (f) Discuss the appraisal investigation
- (g) Indicate the factual data considered
- (h) Present the conclusions of value
- (i) Outline the qualifying and limiting conditions
- (j) Include the signature of an authorized officer of the Company

4.2 PRELIMINARY REPORTS

Draft summary and detail reports will be sent to the City via email in a .pdf format for City review. The City will have two weeks from the point of issuance to determine acceptability of the final data. Upon acceptance, MAXIMUS will then prepare and deliver final reports in hard copy format.

4.3 FINAL REPORTS

MAXIMUS will prepare and deliver final reports within sixty (60) calendar days after receiving Notice to Proceed from the City of Ft. Lauderdale. MAXIMUS will provide two (2) original and one (1) copy (one non-bound) of a written detailed Appraisal Report which conforms with the nationally recognized Appraisal Standards and the Uniform Appraisal Standards. Our final reports will include the following:

Insurance Summary Report - Summary of values by location, this report is provided in spreadsheet format and includes the following detail for each site.

- | | |
|--------------------------------|---|
| 1. Construction Classification | 5. Gross Square Footage |
| 2. Property Description | 6. Schedule Summarizing Replacement Costs |
| 3. Property Address | 7. Exclusion Amounts |
| 4. Year Built | 8. Content Values |



Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale

Sample Summary Report

04/20/2005 SB02X		SAMPLE CITY, WA INSURANCE SUMMARY BY BUILDING								As of 11/29/2000 Page: 1
Code	Building Description Address	City	Year Built	ISO Class	Nbr. of Stories	Square Footage	Replacement Cost New	Exclusion Amount	Replacement Cost Less Exclusions	Contents Value
Entity: 00	SAMPLE CITY									
Site: 01	SAMPLE CITY HALL									
			1990	2		1,000	120,700	7,200	113,500	21,800
		ELK GROVE, CA 95624								
01	SAMPLE CITY HALL (PP27) 101 WEST DOWNTOWN AVENUE	HIDDEN CITY, OR 11111	1981	4	3	109,843	11,990,000	840,000	11,150,000	3,229,400
Site total for 01:			Asset Count	2		110,843	12,110,700	847,200	11,263,500	3,251,000
Site: 03	SAMPLE CITY PUBLIC SAFETY BUILDING									
01	PUBLIC SAFETY BUILDING (PP31) 1234 PUBLIC SAFETY LANE	SAMPLE CITY, WA 99999	1988	5	3	133,003	18,621,000	931,000	17,690,000	4,958,400
Site total for 03:			Asset Count	1		133,003	18,621,000	931,000	17,690,000	4,958,400
Site: 04	SAMPLE CONVENTION CENTER									
01	CONVENTION CENTER (PP44) 1234 CONVENTION CENTER WAY	SAMPLE CITY, MT 00000	1985	5	1	188,000	25,704,000	1,286,000	24,418,000	4,961,300
Site total for 04:			Asset Count	1		188,000	25,704,000	1,286,000	24,418,000	4,961,300
Site: 12	SAMPLE FIRE ACADEMY TRAINING SITE									
02	SAMPLE BURN LAB AND DRILL TOWER (PP11) 2000 WEST DAVID DRIVE	SHERWOOD, WA 12345	1988	6	4	7,008	447,000	26,800	420,200	0
Site total for 12:			Asset Count	1		7,008	447,000	26,800	420,200	0
Site: 39	SAMPLE CENTRAL LIBRARY									
01	SAMPLE LIBRARY (PP33) 94209 READ A BOOK BLVD	LIBRA, TX 54321	1973	6	3	59,422	7,131,000	499,000	6,632,000	5,630,800
Site total for 39:			Asset Count	1		59,422	7,131,000	499,000	6,632,000	5,630,800

Insurance Detail Report - Provides detail information on a per building basis.

1. Site Name
2. Building Name
3. Building Address
4. Occupation and/or function of facility or building
5. Construction Classification
6. Year Built
7. Square Feet
8. Narrative description of building identifying construction materials, interior finishes, mechanical systems, fire protection, additional features and finishes.
9. Color Digital Photograph
10. Replacement Cost New
11. Exclusion Amount
12. Replacement Cost New Less Exclusions (Replacement Insurance Value)



Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale

Sample Detail Report

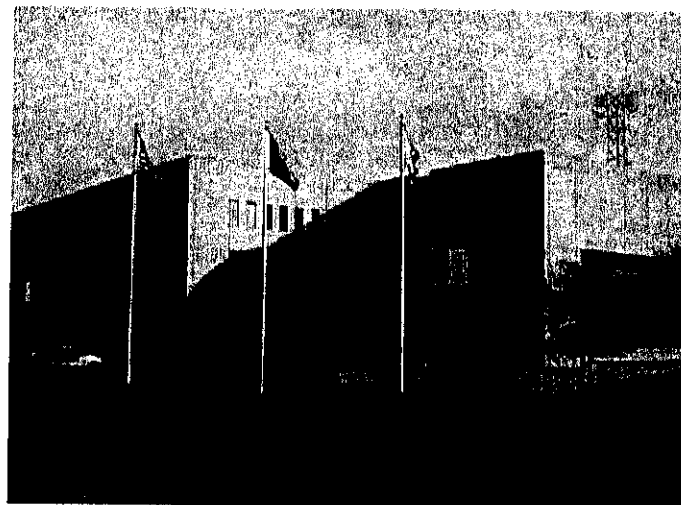
04/20/2005
DB02X

SAMPLE CITY, WA
BUILDING DETAIL REPORT

As of: 11/29/2000
Page: 1

Entity: 00 SAMPLE CITY
Site: 03 SAMPLE CITY PUBLIC SAFETY BUILDING
Building: 01 PUBLIC SAFETY BUILDING (PP31)
1234 PUBLIC SAFETY LANE
SAMPLE CITY, WA 99999
Department: 00 NON-DEPARTMENTAL

Year Built: 1988 Year Acquired: 1988
Hbr. of Stories: 3 Square Footage: 133,003
Basement: NO Addl. Renovations: NO
Occupancy: GPS POLICE STATION
Frame Type: FPS FIRE-PROOFED STEEL
ISO Class: 5 MODIFIED FIRE RESISTIVE
Fire Protection: SPRINKLER SYSTEM
INTRUSION SYSTEM
FIRE ALARM - MANUAL
FIRE ALARM - AUTOMATIC



GENERAL BUILDING CHARACTERISTICS

Exterior Walls: REINFORCED CONCRETE, GLASS METAL CURTAIN
Roofing: BUILT-UP SMOOTH
Foundation: CONCRETE FOUNDATION WALLS, CONCRETE SLAB ON GROUND
Floor Finish: ASPHALT TILE, CARPETING
Ceiling Finish: ACOUSTICAL
Partitions: CONCRETE BLOCK, DRYWALL STUDS

Services:
ELECTRICAL
PLUMBING
HEATING - ELECTRIC BASEBOARD
HEATING - ROOF TOP
AIR CONDITIONING - ROOF TOP

Features:
FREIGHT ELEVATOR
BACKUP GENERATOR
LOADING DOCK
WALK-IN FREEZER
COVERED ENTRANCE WAY
ROOF TOP STRUCTURE

Notes:
SERVICES AND OCCUPANCY FOR THIS STRUCTURE ARE ABOVE AVERAGE AND ALL LAW ENFORCEMENT RELATED. INCLUDES ADMINISTRATION AND PHYSICAL CONTAINMENT FACILITIES. TECHNOLOGICAL ASPECTS ARE ABOVE AVERAGE TO INCLUDE FULL INTERNAL NETWORKING CAPABILITIES. SECURITY SYSTEMS ARE STANDARD FOR THE CLASS OF OCCUPANCY.

Produced by MAXIMUS

VALUATION CONCLUSIONS

Replacement Cost New	18,521,000
Exclusion Amount:	931,000
Replacement Cost Less Exclusions:	17,590,000
Contents Value:	4,958,400
Replacement Cost Less Exclusions:	17,590,000
Contents Value:	4,958,400
Total Insurable Value:	22,548,400

5. TERMS AND CONDITIONS

1. In the event that the City provides additional and/or corrected data, documentation and information at a later date, MAXIMUS' efforts with respect to such additional and/or corrected data, documentation and information shall be deemed additional services and compensated in addition to the fees set forth herein based on applicable hours, professional fees (\$125/hour) and expenses.

2. The fees proposed in this contract are valid for a period of 90 days.

3. In no event shall MAXIMUS be liable for special, indirect, incidental, economic, consequential or punitive damages, regardless of the legal theory under which such damages are sought, and even if MAXIMUS has been advised of the likelihood of such damages. Client agrees that MAXIMUS total liability to Client or any third party for any and all damages whatsoever arising out of or in any way related to this Agreement from any cause, including but not limited to contract liability or MAXIMUS negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed the fees paid to MAXIMUS hereunder.

Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale

**MAXIMUS Also Agrees to the Following Requirements Requested by the City of Fort Lauderdale:**

1. MAXIMUS agrees to allow duly authorized agents of the City of Fort Lauderdale access to any documents, papers, or records which are directly pertinent to this project for the purposes of making audit examinations, excerpts, and transcriptions and to maintain all required records for three (3) years after the final payment and all other pending matters are closed.
2. MAXIMUS assures that deliverables under any contract resulting from the award of this bid will be, without exception:
 - (a) available for duplication, dissemination and use by the City of Fort Lauderdale as needed without restrictions or liability for copyright, royalties or usage fees; and
 - (b) developed to meet the needs and requirements of the City of Fort Lauderdale and not copies of deliverables developed under any other pension's contracts.

Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale



PROJECT FEES AND AUTHORIZATION

Please return a copy of this executed agreement to the attention of the undersigned via fax at 412-809-0777 and the original project fees page mailed back to this office.

Professional Appraisal Services Fees

As needed, for a period of five (5) years, MAXIMUS will provide the City of Ft. Lauderdale with property appraisal services for structures specified by the City. Our fees for appraisal services are on a per building basis with a minimum site visit fee. All fees below are in US Dollars and include out-of-pocket expenses.

Individual Building Appraisals \$150 per structure

Minimum Site Visit \$900 per visit

Example: If the City requests the appraisal of only 1 to 6 structures at a give time, the cost for MAXIMUS to appraise these structures would be **\$900**. If the City has more than 6 structures to be appraised at a given time, the fee for MAXIMUS to appraise these structures would be **\$150 per structure**.

RESPECTFULLY OFFERED BY:
MAXIMUS, Inc.

Shaun M. Callahan
Regional Account Executive

Date: October 6, 2005

ACCEPTED BY:
City of Fort Lauderdale, FL

Signature:

Name:

Title:

Date:

MAXIMUS will invoice the City as appraisals are completed for 70% of fees during the fieldwork portion of the project with the final contract amount invoiced with our final reports. Invoices are due within 30 days of receipt.

Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale

**ATTACHMENT 1 – Client References**

Our team has unparalleled experience with the implementation of capital asset management and property appraisal systems. Within the last thirteen years, our staff has assisted over 5,000 individual clients. We regularly service the valuation needs of a diverse cross section of commercial and industrial firms, educational, municipal, institutions, risk pools, and non-for-profit organizations:

We are proud to introduce you to similar engagements our staff has successfully performed in recent years:

Okaloosa County

601A North Pearl Street

Crestview, FL 32536

Contact: Mr. Al Holzschuh**Phone:** (850) 689-5971

? In June of 2005, MAXIMUS was awarded a contract with Okaloosa County to provide property appraisals for all County-owned structures. The Asset Services Group of MAXIMS established replacement cost values for all structures to provide the District with a complete set of insurance summary and detail reports. The reports included digital photos of all structures appraised.

City of Tallahassee, FL

300 S. Adams Street, Third Floor

Tallahassee, FL 32301-1731

Contact: Mr. Art Pitts**Phone:** (850) 891-8681**Email:** PittsA@talgov.com

? In July of 2004 MAXIMUS was awarded a contract with the City of Tallahassee to provide property appraisal services. The Asset Services Group of MAXIMS established replacement cost values for all structures to provide the City with a complete set of insurance summary and detail reports. The reports included digital photos of all structures appraised.

City of Pompano, FL

101 West Atlantic Blvd.

Pompano Beach, FL 33061

Contact: Ms. Elizabeth Guimaraes**Phone:** (954) 786-4635

? In November of 2004, MAXIMUS was awarded a contract with the City of Pompano Beach to provide property appraisals for City-owned structures. The Asset Services Group of MAXIMS established replacement cost values for all structures to provide the District with a complete set of insurance summary and detail reports. The reports included digital photos of all structures appraised.

Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale



ATTACHMENT 2 – Key MAXIMUS Personnel

↓ MICHAEL BORELLO ↓

Vice President – Asset Services
 Asset Solutions Division
 Pittsburgh, PA

Project Responsibilities - Quality Control Manager

Education

Bethany College
 Bachelor of Arts – Communications / Public Relations

Michael Borello is a Vice President with MAXIMUS, Inc. and has been serving our clients since 1999. He is responsible for the management and oversight of the MAXIMUS, Inc. Asset Services professional staff. These responsibilities include the training and development of appraisal staff, staff scheduling, project planning, report review, quality control, and the development of technical execution guidelines. His tenure at MAXIMUS, Inc. has included the planning, management, and execution of numerous capital asset cost accounting studies and property appraisal projects for municipalities, county governments, and other public sector entities.

Mr. Borello possesses significant technical expertise in the procedures and methodologies used to value machinery & equipment, buildings & building services, infrastructure, land improvements, and land parcels. He possesses a practical knowledge and understanding of Generally Accepted Accounting Principles (GAAP); Government Accounting, Auditing, and Financial Reporting (GAAFR); Governmental Accounting Standards Board Statement 34 (GASB 34); and various other audit concerns related to capital asset reporting. Michael is also experienced in providing insurance placement and proof-of-loss information to our clients to assist in addressing their insurance reporting needs.

Mr. Borello has participated in a variety of internal continuing education seminars specific to property valuation and cost accounting, and has completed a GASB-34 Technical Consulting Program, which addressed the capital asset reporting requirements of GASB-34. This enables him to offer key-consulting insight to assist our clients with numerous issues associated with GASB-34 reporting requirements.

Mr. Borello has managed numerous large and complex projects including:

- City of Orleans – Albion, NY
- Detroit Public Schools – Detroit, MI
- City of Washington – District of Columbia
- New York Schools Insurance Reciprocal (NYSIR)
- City of Syracuse – Syracuse, NY
- Syracuse City School District – Syracuse, NY
- The St. Paul Insurance Company
- University of the District of Columbia – District of Columbia
- Georgetown University – District of Columbia
- City of Tallahassee – Tallahassee, FL



Proposal to Provide Professional Valuation Services to the City of Fort Lauderdale

✦ **CHRISTIAN GUTIERREZ** ✦

Senior Appraiser / Information Services Group Manager – Asset Services
Asset Solutions Division
Miami, FL

Project Responsibilities – Project Manager & Lead Report Processor

Education

University of Miami
B.A. – Criminology, Minor in Finance

Chris has been an integral part of the MAXIMUS Asset Services Division since February of 2001. He is responsible for the management and oversight of the MAXIMUS Asset Services Division Information Services Group. These responsibilities include software project management, data processing, data conversions, appraisal report compilation, software development, software support, the training and development of appraisal staff, project planning, and quality control. His tenure at MAXIMUS has also included being responsible for the appraisal of engagements throughout the United States and abroad; and the planning, management, and execution of numerous capital asset cost accounting studies and property appraisal projects.

Chris possesses a variety of skill sets including software development and support, project management, data processing, customer service, and expertise in the procedures and methodologies used to value machinery and equipment, buildings and building services, infrastructure, land improvements, and land parcels. He possesses a practical knowledge and understanding of Generally Accepted Accounting Principles (GAAP); Government Accounting, Auditing, and Financial Reporting (GAAFR); Governmental Accounting Standards Board Statement 34 (GASB 34); and various other audit concerns related to capital asset reporting. He is also experienced in providing insurance placement and proof-of-loss information to our clients to assist in addressing their insurance reporting needs. Chris has served clients throughout the United States, frequently acting as the project manager on software engagements, property valuations, and planning assignments.

Mr. Ngayan has managed numerous large and complex projects including:

- Martin County, Florida
- City of Coconut Creek, Florida
- Miami-Dade County, Florida
- Palm Beach County, Florida
- Georgia School Boards Association
- Public Risk Management, Ft. Meyers, Florida
- Florida Convention of United Methodist Churches, Orlando, Florida

ACORD™ CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YY)
10/06/05

PRODUCER

MARSH USA INC.
SUITE 400
1255 23RD STREET, N.W.
WASHINGTON, DC 20037
Attn: SHARON HENNING 202 263 7600

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COMPANY

A FEDERAL INSURANCE CO

COMPANY

B TWIN CITY FIRE INSURANCE COMPANY

COMPANY

C AMERICAN INTERNATIONAL SPECIALTY LINES

COMPANY

D HARTFORD INSURANCE CO. OF THE MIDWEST

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INSURED

MAXIMUS, INC. AND ALL SUBSIDIARIES
11419 SUNSET HILLS ROAD
RESTON, VA 20190

COVERAGES

This certificate supersedes and replaces any previously issued certificate.

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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	3537-42-97	05/01/05	05/01/06	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 1,000,000
					MED EXP (Any one person) \$ 10,000
A A	AUTOMOBILE LIABILITY	74978992 (AOS) 74978994 (VA)	05/01/05 05/01/05	05/01/06 05/01/06	COMBINED SINGLE LIMIT \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input type="checkbox"/> HIRED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: \$
					EACH ACCIDENT \$
					AGGREGATE \$
A	EXCESS LIABILITY	7977-05-65	05/01/05	05/01/06	EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> UMBRELLA FORM				AGGREGATE \$ 5,000,000
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
B D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	10WBRMF5811 (WI) 10WNMF5810 (AOS)	05/01/05 05/01/05	05/01/06 05/01/06	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ 1,000,000
	<input type="checkbox"/> THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE:				EACH ACCIDENT \$ 1,000,000
	<input checked="" type="checkbox"/> INCL				DISEASE - POLICY LIMIT \$ 1,000,000
	<input type="checkbox"/> EXCL				DISEASE - EACH EMPLOYEE \$ 1,000,000
C	OTHER PROFESSIONAL LIAB	4914809	05/01/05	05/01/06	1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS
EVIDENCE OF COVERAGE RE: RFP #762-9290

CERTIFICATE HOLDER

CLE-001413709-01

CITY OF FORT LAUDERDALE
ROOM 619
100 N. ANDREWS AVENUE
FT. LAUDERDALE, FL 33301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURANCE COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Timothy M. Sasser

